

# Parent/Guardian ILP Account Management

The School ILP Administration Tool (SIAT) has a number of functions to help teachers, counselors, and administrators manage and monitor Parent/Guardian ILP activity. Users can retrieve access account information, create new access accounts, monitor parent and guardian comments, and track Parent/Guardian ILP Reviews.

## WHAT IS THE PARENT/GUARDIAN ILP?

The two main goals of the Parent/Guardian ILP are to allow parents and guardians to view the work done by their child and to allow parents and guardians to provide feedback to their child's advisor regarding their child's ILP. The information entered by students for most sections of the ILP is read-only; parents and guardians can view their child's work, but cannot change it.

To log in, parents and guardians go to **www.careercruising.com/ILP** and enter their Parent/Guardian username and password.

## ABOUT PARENT/GUARDIAN ACCOUNTS

Parent/Guardian ILP accounts can be created in two ways. Parent/guardian records from the state Student Information System are imported regularly into the ILP system, along with the student records. Students may have up to two related parent/guardian records from the Student Information System; some students have no related records.

Schools can create up to two additional parent/guardian accounts for each student.

The screenshot shows the 'Parent/Guardian ILP Access Accounts' form in the Career Cruising system. The form is titled 'Parent/Guardian ILP Access Accounts' and has a 'Save' button. It contains two sections for creating a new account, with the first section pre-filled with 'Becky Beckinson'.

**Parent/Guardian Access Account**

First Name:

Last Name:  [Delete](#)

Address:

City, State:

Zip:

Phone Number:

Email:

Username: 46737592

Password: 56214056

**Parent/Guardian Access Account**

First Name:

Last Name:

Address:

City, State:

Zip:

Creating Additional Parent Accounts

If a student has multiple parent/guardian accounts associated with them, the parent or guardian can only see the information they have entered. They cannot see the comments, reviews, or profile information entered by the other parents or guardians.

Parents will have separate accounts for each child.

## STUDENT LIST OPTIONS

There are three options related to managing Parent/Guardian ILP accounts accessible from the Student List (click on the View Student List link in the All Students section of the Advisor Homepage to access the Student List):

The screenshot shows the 'Student List' interface. At the top, there's a 'Search for Students' button. Below it, there are three sections: 'Search Criteria' (Status: Active, Matching Students: 275), 'Access Cards' (Export PDF access cards with students' username and password, PDF File, Export), and 'Export Data File' (Please choose the format that you would like the data exported to: Excel Spreadsheet, Text File, Export). Below these is an attention message about alphanumeric usernames. The main table displays student information with columns: Name, Username, Password, Grade, View/Action, and Completion Status. A dropdown menu is open for the 'View/Action' column of the first student, showing options like 'Please Select', 'View ILP', 'View Resume', 'Add Assessment', 'Advisement Log', 'Alternative Completion', 'Annual Review', 'Completion Status', 'Intervention Plans', 'Invite Others Access', 'Login History', 'Parent Access', 'Parent Comments', 'Parent Review', 'Send Message', and 'View My Journal'.

Name	Username	Password	Grade	View/Action	Completion Status
Allen, Veronica	49167280	461246	Grade 11	Please Select	78%
Altwick, Caroline	91643807	651088	Grade 10	Please Select	21%
Amherst, Vicky	81814279	808987	Grade 11	View ILP	9%
Antonio, Alex	05418468	550536	Grade 12	View Resume	7%
Arthur, Marvin	65848136	549878	Grade 10	Add Assessment	75%
Atwell, Devon	46846831	138581	Grade 9	Advisement Log	8%
Barry, Melissa	98871387	651138	Grade 9	Alternative Completion	44%
Beck, Keshia	01614684	684059	Grade 10	Annual Review	0%

Student List Options

## Parent Access

This option allows advisors to view existing Parent/Guardian ILP accounts and create new accounts. Parent/guardian accounts that are created from the state Student Information System extraction cannot be modified. Any changes to the parents' or guardians' information must be made in the Student Information System before they can be reflected in the ILP.

Advisors can add up to two additional Parent/Guardian ILP accounts for each student.

The parent or guardian's username is their child's SSID number and their password is randomly assigned to them by the system. For security reasons, these cannot be modified by the parent or guardian.

## Parent Comments

This section contains a log of the comments entered by parents or guardians in their child's ILP.

## Parent Review

This section allows advisors to view and verify the Parent/Guardian ILP Review. There are two ways the Parent/Guardian ILP Review can be recorded:

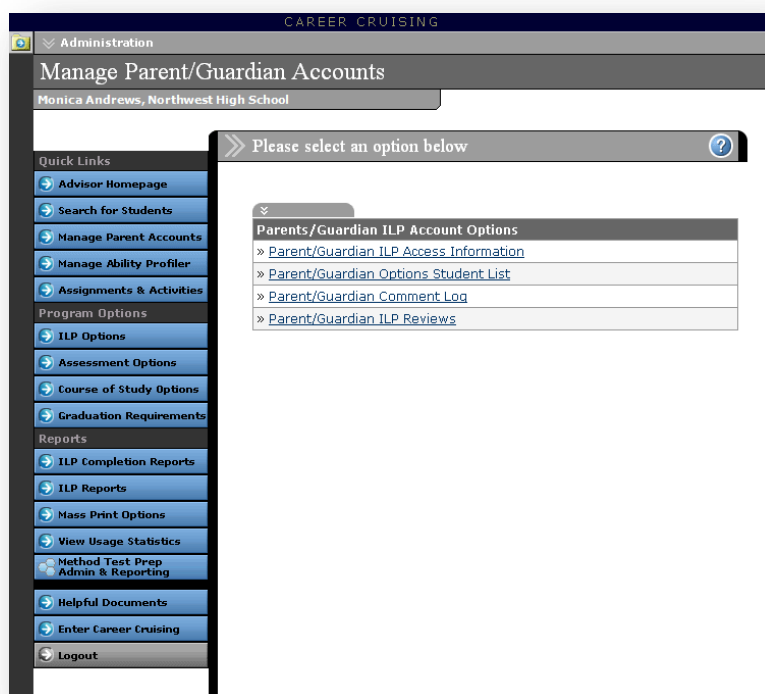
- parents or guardians can enter their comments in the Parent/Guardian ILP tool and the child's advisor can verify that review from the School ILP Administration Tool
- the advisor can record the review from the School ILP Administration Tool without the parent or guardian having to fill out this section in the Parent/Guardian ILP

The system requires additional verification of the Parent/Guardian ILP Review if it is submitted through the Parent/Guardian ILP tool because some students may have their parents' or guardians' access information.

## MANAGE PARENT ACCOUNTS

The **Manage Parent Accounts** button is located in the blue button menu on the left side of the Advisor Homepage. There are four options:

- Parent/Guardian ILP Access Information
- Parent/Guardian Options Student List
- Parent/Guardian Comment Log
- Parent/Guardian ILP Reviews



Manage Parent Accounts

### **Parent/Guardian ILP Access Information**

This section lists all the parent/guardian accounts for students at the school. This list can be exported as either an Excel file or a text file.

A search function is available by clicking on the **Search For Students** button in the top right corner of the chart. This allows advisors to generate a list for groups of students based on criteria such as grade level or advisor.

### **Parent/Guardian Options Student List**

This section lists all students at your school with quick reference columns for the number of parent/guardian accounts, number of submitted Parent/Guardian ILP Reviews, and number of parent/guardian comments. A flag icon denotes students who have a parent/guardian review that has been submitted but not yet verified.

These quick reference columns can also help advisors identify students who do not have any related Parent/Guardian ILP accounts.

From the Parent/Guardian Options Student List advisors can also access the related functions that are available from the main Student List: Parent Access, Parent Comments, and Parent Review.

A search option is available to generate this list for a particular group of students, and an export option is also provided.

### **Parent/Guardian Comment Log**

This section lists all of the comments entered by parents and guardians individually. The comments are initially sorted by date, allowing advisors to view the latest comments. Clicking on the View link in the Action column on the right displays the full text of the comment.

A search option is available to generate this list for a particular group of students.

### **Parent/Guardian ILP Reviews**

This section tracks the status of the Parent/Guardian ILP Reviews. Advisors can track which students have completed parent reviews and which of those reviews have or have not been verified.

A search option is available to generate this list for a particular group of students.

## **HELPFUL DOCUMENTS**

The Helpful Documents section provides several documents to help introduce the ILP and Career Cruising to parents and guardians.

### **For Parents: What is the ILP?**

This document is intended to help introduce parents to both the Student and Parent/Guardian ILP tools. It includes a brief description of what students can do with the ILP and a summary of features available in the Parent/Guardian ILP.

**For Parents: What is Career Cruising?**

This document is intended to help introduce parents to Career Cruising. It includes a brief description Career Cruising, a summary of the program's features, and instructions for logging in.

**ILP Access Cards Templates**

Access Cards help promote home use of the Individual Learning Plan by students and parents/guardians. These wallet-sized cards can be used to easily distribute usernames and passwords. There are two versions of the Access Cards, one for students and one for parents and guardians.